

PROCESS WORKSHOP DETAILS

Process Title:	
Purpose / Objective of this process:	
Trigger(s):	
Outcome(s):	
Supplier(s):	
Customer(s):	
Process Owner:	

Workshop Date and Location

Date(s):	
Location(s):	

Workshop Participants

List participants and contact details.

Name	Role / Title	Team

Existing Documentation

List any known documentation either describing or supporting the execution of this process.

Systems, Software and Tools

List key systems and tools used during the execution of the process.

Measures

How is the process measured today? What are the Key Performance Indicators?

Issues, Risks & Opportunities

Make a note of any known issues, risks or improvement opportunities.

PROCESS REVIEW & SIGNOFF

Reviewers

List the people, not in the workshop, that will review the process and provide feedback. Provide contact details.

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Review to be completed by

Date:	
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Signoff

Who will signoff / approve the final version of the process?

Final Approver:	
Date to be approved by:	